

**TOWN OF DAVIE  
TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Bruce Taylor/954-327-3741

**PREPARED BY:** Heidi K. Cavicchia

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** Townwide

**ITEM REQUEST:** Schedule for Council Meeting

**TITLE OF AGENDA ITEM:** BID EXTENSION - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE FIRST RENEWAL OF THE BID AWARDED TO CRAIG A. SMITH & ASSOCIATES, INC., RESOLUTION #R-2006-270, FOR LOCATING AND MARKING OF UNDERGROUND FACILITIES (\$84,000)

**REPORT IN BRIEF:** The Town Council awarded the bid for underground utility locating and marking services to Craig A. Smith & Associates, Inc. in October 2006 for a three year term with the option to renew for two additional two year periods. This is the first renewal of the contract. Craig A. Smith & Associates, Inc. has agreed to renew this contract with all pricing and conditions stipulated in the contract remaining the same. The Utilities Department would also like to recommend renewal of this contract.

**PREVIOUS ACTIONS:** R-2006-270

**CONCURRENCES:** Town of Davie Utilities Department

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

If yes, expected cost: \$84,000

Account name and number: 040-1058-536-0306/Contractual Services

Additional Comments:

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution, Letter from Craig A. Smith & Associates, Memo from Utilities Department, R-2006-270

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE FIRST RENEWAL OF THE BID AWARDED TO CRAIG A. SMITH & ASSOCIATES, INC., RESOLUTION R-2006-270, FOR LOCATING AND MARKING OF UNDERGROUND FACILITIES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town awarded the contract for underground utility locating and marking services to Craig A. Smith & Associates, Inc.; and

WHEREAS, the terms of the contract allow for two (2), two (2) year extensions of the contract by mutual agreement of the parties; and

WHEREAS, Craig A. Smith & Associates, Inc. has agreed to renew the contract at its' current price and terms for the first two (2) year renewal term.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council wishes to accept the first two (2) year renewal of the bid awarded to Craig A. Smith & Associates, Inc. covering the period beginning October 4, 2009 and ending October 3, 2011.

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities Department Contractual Services account. Contract extensions, if appropriate, will be handled administratively.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

\_\_\_\_\_

\_\_\_\_\_

MAYOR/COUNCILMEMBER  
ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.



## CRAIG A. SMITH & ASSOCIATES

7777 Glades Road • Suite 410 • Boca Raton, Florida 33434

CONSULTING ENGINEERS • SURVEYORS • UTILITY LOCATORS • GRANT SPECIALISTS

W W W . C R A I G A S M I T H . C O M

August 25, 2009

Mr. Bruce Taylor, Director  
Town of Davie Utilities  
6591 Orange Drive  
Davie, FL 33314

**RE: RENEWAL OF UTILITY LOCATIONS CONTRACT**

Dear Mr. Taylor:

Craig A. Smith & Associates is pleased to offer and agree to extend our contract for Utility Location Services for the two-year renewal term at the current rates and contract terms. We stand ready to execute any contractual paperwork necessary for this extension.

Our accounting office will forward a new certificate of insurance within the next several days.

Thank you for your continued business, we look forward to more successful years in partnership with the Town of Davie.

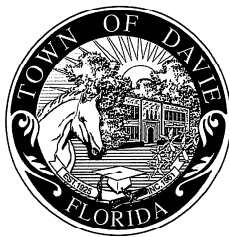
Sincerely,

**Craig A. Smith & Associates**

Gregory W. Jeffries  
Vice President

Cc: Steve Smith, P.E., CAS  
Steve McBride, CAS  
Alan Lopez, CAS  
File

Z:\03-1177 Davie\2009\_ContractRenewalLtr.docx



---

UTILITIES DEPARTMENT

---

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314

PHONE: 954.327.3742 • FAX: 954.327.3752 • WWW.DAVIE-FL.GOV

## Memorandum

TO: Herb Hyman, Procurement Manager

FROM: William T. Peele, Superintendent of Operations

THROUGH: Bruce Taylor, Utilities Director

SUBJECT: Renewal of Utility Locating Contract

DATE: September 2, 2009

---

Attached please find a letter from Craig A. Smith & Associates, Inc. agreeing to renew the contract for underground utility locating and marking services at the current pricing for the first renewal term of two years. The Utilities Department would also like to recommend renewal of this contract.

If you need additional information, please contact me.

:hkc

RESOLUTION NO. R-2006-270

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE AWARD OF THE BID FOR LOCATING AND MARKING UNDERGROUND FACILITIES TO CRAIG A. SMITH & ASSOCIATES, INC.

WHEREAS, the Town is in need of a service to locate and mark underground facilities for the Utilities Department; and

WHEREAS, the Town solicited sealed bids for this service;

WHEREAS, after review, the Town Council wishes to accept the bid from Craig A. Smith and Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid of Craig A. Smith and Associates, Inc.

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities Department – Contractual Services account.

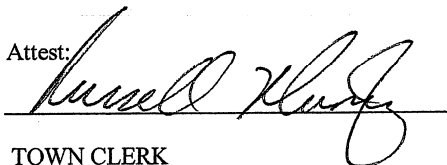
SECTION 3. The initial contract term is a three (3) year term with an option to extend the contract for two (2) additional two (2) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be subject to approval by Town Council

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF October, 2006.

  
MAYOR/COUNCIL MEMBER

Attest:

  
TOWN CLERK

APPROVED THIS 14<sup>th</sup> DAY OF October, 2006.

